



Judicial Council of California

Administrative Office of the Courts

Trial Court Financial Policies and Procedures

Procedure No.
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TRAVEL EXPENSE REIMBURSEMENT FOR TRIAL COURT JUDGES AND EMPLOYEES

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Travel Expense Reimbursement for Trial Court Judges and Employees

1.0 2.0 Purpose

The purpose of this policy and the procedures that follow is to define the rules and limits that must be observed when arranging, engaging in, or claiming reimbursement for travel on court business.

2.0 3.0 Policy Statement

1. ~~It is occasionally necessary for t~~ Trial court judges and employees **may be required** to travel in the course of performing their official duties. It is the intention of the **AOC that the** trial court to reimburse its judges and employees for their reasonable and necessary travel expenses incurred while traveling on court business within the limits of the trial court's maximum reimbursement guidelines. Under Government Code section 69505, the AOC's Travel Rate Guidelines must be used. All exceptions to the published AOC Travel Rate Guidelines, including any terms of an executed memorandum of understanding agreement by and between a recognized employee organization and a trial court, must be submitted in writing and have prior approval in accordance with alternative procedures guidelines established in AOC FIN 1.01, 6.4 (2).
2. On an annual basis, the Administrative Director of the Courts shall recommend policies and schedules for reimbursing travel expenses, and procedures for processing reimbursement requests.¹ These policies, schedules and procedures shall be approved by the Judicial Council and followed by the trial court.

¹ Government Code 69505 (a).

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4.0 Application

This policy applies to all trial court judges, officials and employees for all in-state, out-of-state, and international travel on court business.

5.0 Definitions

The terms defined below apply to this policy and are for the express purpose of interpreting this policy.

1. **Mileage Claim.** A form used to record the reimbursable mileage claimed for the use of a judge's or employee's personal vehicle in conducting trial court business.

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2. **Receipt.** A written record received upon payment for goods or services that itemizes the goods or services received and the price paid for them.
3. **Travel Expense Reimbursement Claim.** A form used to record business travel costs when requesting reimbursement. The form must be signed by the person requesting reimbursement, their his/her appropriate approval level, and accompanied by appropriate receipts before payment of the claim may be processed.
4. **Travel Request Approval.** A form used to obtain approval for planned business travel prior to making travel arrangements. Travel costs incurred without a completed Travel Request Approval form may be subject to rejection when reimbursement is requested.

6.0 Text

6.1 Approval to Travel

The trial court is responsible for developing and implementing a system for the submittal and approval of travel expense reimbursement claims that is impartial and appropriate, and that complies with the policies, schedules and procedures approved by the Judicial Council.² The minimum standards for travel expense reimbursement are provided below.

1. All travel required for trial court business shall be approved by the traveler's appropriate approval level prior to making travel arrangements.
2. Trial courts may decide to allow judges and employees to make their own travel arrangements, provided they are to the economic or other benefit of the trial court. This procedure

² Government Code 69505 (b).

must be documented at the individual courts that make this decision.

6.1.1 ~~Approval to Travel~~ Arranging for Travel

Judges and employees who need to travel on court business shall **obtain written approval from** ~~complete a Travel Request Approval form and submit it to their appropriate approval~~ **ing authority** level. ~~Travel reservations and other arrangements should not be made until the appropriate approval level has signed the Travel Request Approval.~~ Out-of-state or international travel requires the approval of the Presiding Judge or written designee.

6.1.2 Travel Reservations

Trial court judges and employees may travel by plane, train, bus, private or trial court-owned vehicles, rented car, taxi, or other means, whichever **most economically and advantageously** suits the needs of the trial court ~~most economically and advantageously~~. Travel reservations should be made through a travel planner designated by the trial court. Arrangements for business travel involving airfare and car rentals should be made through the court-designated travel planner. Judges and employees may elect to make their own hotel reservations or may use the court travel planner.

6.1.3 Use of Trial Court and Personal Vehicles

1. Anyone who operates a vehicle on court business must hold a valid California driver's license, a good driving record, and have an approved Annual Certification on file. The traveler's appropriate approval level determines the most economical method of transportation. Prior to authorizing the use of a personal vehicle, the approver will ensure personal liability insurance requirements have been satisfied. However, unless it is a condition of

employment, employees are not required to use their personal vehicle for business purposes. Requests for the use of trial court-owned vehicles should be submitted immediately after approval of a travel request requiring a vehicle.

2. To determine if a driver has a valid license and a good driving record, courts should request drivers' records from the Department of Motor Vehicles (DMV) at time of hire for employees who are expected to travel on court business and regular intervals thereafter (i.e. **e.g.**, annually).
3. Information about the DMV Employer Pull Notice (EPN) program is available on-line at www.dmv.ca.gov. Questions on this program may be directed to the DMV Information Services' Account Processing Unit at (916) 657-5564.
4. The Department of General Services, Office of Risk and Insurance Management (ORIM) recommends frequent drivers attend and successfully complete an approved defensive driver-training course at least once every four years.
5. Information about the State of California's Defensive Driver-Training courses is available on-line at <http://www.orim.dgs.ca.gov>. Questions on this program may be directed to ORIM at (916) 376-5311 or email: ddt@dgs.ca.gov.

6.1.4 Commercial Vehicle Rental Policy

1. The State of California contracts with commercial vehicle rental companies ~~some of who are~~ **which** participating in the American Express Business Travel Account program (BTA). The state contracts include ~~\$500,000~~ **\$250,000** liability insurance and full collision waivers for rented vehicles.

2. It is essential that court officers and employees receive authorization from the appropriate approval level prior to traveling. Trial court policy is to use one of the commercial vehicle contractors whenever vehicle rental is authorized, ~~unless circumstances as outlined within these procedures prevent it.~~
 - a. Judges, employees, or agents (pro bono consultants, committee members, or volunteers) of the court who are 21 years of age or older may rent and operate vehicles under the commercial vehicle rental contractor agreements when on official court business with approval by the traveler's appropriate approval level.
 - b. Business-related travel by a contractor or agency temporary help for vehicle usage must be addressed in a written agreement between the contractor or agency and the trial court, refer to Section 6.1.8.
3. Upon authorization of commercial vehicle rental, travelers are required to use one of the primary commercial vehicle contractors ~~first unless circumstances prevent it (e.g., when no commercial vehicle contractor is available at a specific location).~~ Should the primary contractor be unable to provide service, travelers are required to use the secondary commercial vehicle contractor.
4. In the event that a traveler finds a rate less than that offered through the state contract, the state contract and state rate must still be used since the lesser rate will not include the \$500,000 \$250,000 liability insurance under the terms of the state contract.
 - a. ~~The use of a non-contracted vendor requires pre-approval in writing by the traveler's appropriate approval level.~~
 - b. ~~Written justification for the use of a non-contracted vendor should accompany the traveler's request for reimbursement.~~

5. Substantiation for Upgrade

- a. A traveler must rent a compact vehicle unless there is a reason for a larger vehicle - such as five **four** or more travelers commuting together, or a need for extra luggage space to transport equipment, conference materials or the like. In such a case, an upgrade for another type or size of vehicle (such as an intermediate-size car, mini-van, or a cargo van) may be utilized, with prior approval of the traveler's appropriate approval level.
- b. If a larger or upgraded vehicle is necessary, written substantiation for the rental must be attached to the traveler's request for reimbursement.

6. The liability insurance will not be activated unless one of these acceptable methods of payment is used:

- a. An American Express Business Travel Account
- b. An American Express Corporate Charge Card, clearly marked "State of California."
- c. State of California Department General Services Charge Card

7. When renting a vehicle from any of the state's commercial vehicle rental companies, it is unnecessary for travelers to sign up for collision insurance (Collision Damage Waiver (CDW)), Loss Damage Waiver (LDW), or medical insurance (called "personal accident insurance").

~~8. The use of a non-contracted vendor must be pre-authorized by the traveler's appropriate approval level and written justification attached to the travel expense claim is necessary. On those rare occasions when it is necessary to rent a vehicle from a non-contracted vendor (i.e., when no car is available or the type or the size of vehicle needed is unavailable from the vehicle rental~~

~~company with the state contract), the traveler should not sign up for insurance.~~

The State of California Motor Vehicle Liability Program provides automobile liability insurance coverage to court employees on official court business. In the event of an accident, the commercial vehicle rental company insurance carrier will cover liability and vehicle repair costs up to \$250,000. The State of California Motor Vehicle Liability Program will cover any additional liability costs in excess of \$250,000 for court employees. ~~If the use of a non-contracted vendor is justified, the liability insurance offered through this program will provide adequate coverage for travelers on official court business, see limitations regarding non-state or non-court employee drivers in Section 6.2. If the use of the vendor is not adequately justified, process as detailed in section 6.1.4 is not followed,~~ the liability insurance is not applicable and any accident related expenses will be the responsibility of the traveler's court.

9. All out-of-state and international travel requires pre-approval in writing from the Presiding Judge or his/her designee. ORIM recommends buying liability insurance coverage for international travel and will assist in obtaining it in accordance with the laws of the foreign country.
10. Contract rental vehicles are to be used only for conducting official court business. A traveler who wishes to extend the rental of a vehicle for personal use should arrange it with the commercial vehicle rental contractor when making reservations and before picking up the vehicle.
 - a. At the end of court business, the traveler must close out the court contract rental agreement (either at the original vendor location or another mutually agreed upon location) and have a new rental agreement drawn for the term of personal travel.

- b. The rate charged by the vendor for the term of personal travel is between the traveler and the commercial vehicle rental company, does not include the insurance benefit identified above, and must be completely separate and apart from the court contract.
- c. If personal travel is interrupted by official court business, the traveler may be reimbursed for the court business mileage at the authorized personal vehicle mileage rate or have a new rental agreement drawn for the term of the official court business (whichever is less costly).

11. Vehicle rental contractors charge for vehicles returned with less than full gas tanks. Travelers should refuel vehicles before returning them to the vendor, since the vendor's refueling charge is usually higher than regular gas station rates. Travelers may submit the refueling cost for reimbursement on their travel expense claim, with original receipt attached. If it becomes necessary to use the vehicle rental company for refueling, resulting in a rate higher than at a regular gas station, the traveler must submit a written explanation with the travel expense claim as to why the vehicle was not refueled prior to its return. In the absence of a satisfactory explanation, the amount involved will be disallowed and will be considered a non-reimbursable personal expense.

6.1.5 Discount Airfares for Official Business

- 1. The State of California contracts for city pairs with domestic airlines. These contracts provide discounted airfares, referred to as YCAL, for travel between various California city pairs and numerous out-of-state destinations. Cost savings may be achieved through these contracted fares as they are unrestricted and not subject to limited seating.

2. Discounted fares are available to trial court employees traveling on official court business when ordering directly from an airline or from an authorized travel agent. Acceptable methods of payment include:
 - a. An American Express Business Travel Account; and
 - b. An American Express Corporate Charge Card, clearly marked "State of California."
3. The YCAL airfares are available online at www.ofa.dgs.ca.gov/Services/AirFare.htm for future reference.

6.1.6 Exception Request for Lodging

1. A request for a lodging exception is allowed for business travel when lodging above the maximum rate is the only lodging available, or when it is cost-effective.
2. An Exception Request for Lodging form and supporting documentation must be submitted in advance of travel and must be approved by the appointing power designee (Presiding Judge or designee). Under no circumstances may an appointing power designee approve his or her own Exception Request for Lodging form.
 - a. **Pertaining to In-State-Travel and Out-of-State-Travel.**
Because employees do not have control over where non-state-sponsored business is conducted, reimbursement of actual expenses, supported by receipts is authorized, without the approval of an Exception Request for Lodging form if the participant stays at the conference, convention, or meeting site. In all instances, the traveler must attach substantiating documentation (such as a registration form or an agenda) to the travel expense claim.

3. **Exception Request Criteria.** The following criteria have been established for use in the consideration of exception requests:
- a. **Alternative lodging.** The judicial branch requires a good faith effort to locate establishments within the identified maximum rates. Attach a list of at least three moderately priced establishments contacted, the dates of the contacts, phone numbers, contact persons, rates available, and any other results of the contacts.
 - b. **Transportation to and from alternative lodging.** Either the cost or the loss of productive time required by travel between the work location and a less expensive lodging establishment can justify exceeding the rate difference (explain efforts to obtain transportation, and provide a cost comparison analysis).
 - c. **State business conducted at a designated lodging establishment** (attach an agenda and supporting documentation). Address the availability of alternative lodging, as identified above.
 - d. **Required attendance.** An exception can be authorized when attendance is required at a state conference, convention, business meeting, or training where the contracted facility exceeds the maximum daily lodging allowance (provide specific facts, including confirmation related to this criterion).
 - e. **Attendance at a non-state-sponsored function.** An exception can be authorized when a participant in a non-state-sponsored function cannot stay at the designated function site. Explain the circumstances; provide specific facts that prevent on-site lodging. Please note that an exception will not be authorized solely for the convenience of the traveler.
4. Request an exception in advance of travel for lodging expenses that exceed the following maximum rates:

- a. **In-State.** The rate of \$110, excluding tax and surcharges, for lodging during regular statewide travel in counties other than Alameda, San Francisco, San Mateo, and Santa Clara (includes state-sponsored and co-sponsored functions such as conferences, conventions, business meetings, and training classes).
- b. **In-State.** The rate of \$140, excluding tax and surcharges, for lodging in the counties of Alameda, San Francisco, San Mateo, and Santa Clara (includes state-sponsored or co-sponsored functions such as conferences, conventions, business meetings, and training classes).
- c. **In-State.** The rates of \$110 or \$140, whichever is applicable, excluding tax and surcharges, for non-state sponsored functions (conferences, conventions, business meetings, and training classes) if the participant does not stay at the conference, convention, or meeting site. An exception request for such an alternative site is rare and shall be authorized only in instances justified as a result of official state business (i.e., schedule conflicts due to multiple meetings at various sites, no room available, and so forth). Business meetings authorized under this section are meetings with formal agendas requested by outside entities at locations over which the employee has no control.
- d. **Out-of-State.** Lodging expenses will be reimbursed for the actual incurred costs up to the federal lodging rate, plus tax and surcharges, when substantiated by receipts. The U.S. Department of State Standardized Regulations (federal) lodging rates are accessible on the Internet at the following (click on Domestic Per Diem Rates):

<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.htm>

5. The Department of General Services and American Express have joined together to provide an on-line lodging directory for state travelers, which may be accessed at www.travelcsg.com.

The on-line directory does not contain a complete listing of all hotels, but may be used as a guide in locating hotels that offer the state-lodging rate.

6. It is the responsibility of the appropriate approval level to ensure reasonableness and completeness of the Exception Request for Lodging form. An incomplete form or a form with inadequate justification shall be returned unprocessed. If advance approval is not obtained, the traveler shall be reimbursed only for the specified maximum rate plus tax and surcharges.
7. The appointing power designee must retain exception request documents for three years and have them available for audit, if needed.

6.1.7 Hotel/Motel Transient Occupancy Tax Waiver

1. Trial court employees qualify for the State of California Transient Occupancy Tax exemption. The Transient Occupancy Tax is a tax imposed by cities and counties on hotel and motel lodging rates within the State of California. This tax may be waived ~~and your lodging rate reduced if you show proof that you are a~~ **is provided that the traveler is a** representative or employee of the State **Judicial Branch** on official business.
2. Trial court employees should attempt to have the Transient Occupancy Tax waived for all hotel/motel rooms they stay in while on State business. It is recommended that you inquire about this discount when making reservations. The "Hotel/Motel Transient Occupancy Tax Waiver" form (Std. 236) must be completed in

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order to qualify for the discount. A copy of the “Hotel/Motel Transient Occupancy Tax Waiver” form (Std. 236) is provided in section 7.0, Associated Documents. However, the waiver of the tax is strictly voluntary at the option of the lodging establishment.

6.1.8 Business-related Travel by a Contractor

Business-related travel by a contractor for items such as air transportation, lodging, meals, personal vehicle usage, rental vehicle usage, insurance requirements, etc. must be addressed in a written agreement between the contractor and the trial court, in accordance with the procurement and contracting guidelines established by the Trial Court Financial Policies and Procedures Manual, AOC FIN No. 6.01. The AOC Travel Rate Guidelines approved annually by the Judicial Council provide specific information regarding the current limitations that apply to allowable travel expenses. The policy and limits listed in the AOC Travel Rate Guidelines that are in effect at the time the agreement is signed must be applied to trial court agreements for services involving business-related travel by a contractor, whenever possible. It is recommended that the court incorporate and attach a copy of the current guidelines to the agreement.

6.2 State of California Motor Vehicle Liability Program Coverage

The State of California Motor Vehicle Liability Program is a self-insurance program administered by the Office of Risk and Insurance Management. The program is not commercial insurance. There is no policy or policy limit for state and/or court employees. When a driver who is not a state or court employee, such as a pro bono consultant or volunteer, is involved in a motor vehicle accident while on court business, the self-insurance coverage will be limited to \$1 million per accident, regardless of ownership of the vehicle. The non-

state or non-court employee driver's assigned court will be financially responsible for the payment of any claims, settlements, judgments or verdicts in excess of \$1 million. The program is funded through assessments charged to government entities, including courts that own vehicles and specified mobile equipment.

Courts must complete and submit an Annual Mobile Equipment Inventory form to the Department of General Services (DGS), pursuant to DGS instructions. Trial courts that own vehicles or mobile equipment will pay an annual assessment to DGS based on the information provided by the court on this form.

1. **Court- Owned Vehicles.** First-dollar liability coverage is provided for judicial officers and court employees authorized to drive court-owned vehicles in the course and scope of employment. That is, if a judicial officer or court employee is authorized to drive a court-owned vehicle in the course and scope of their employment at the time of an accident, the State Motor Vehicle Liability Program provides full protection against third-party claims arising out of that accident. The program does not cover damage to the court vehicle. Repairs for such damage are arranged and paid for directly by the court. If a court-owned vehicle is damaged as a result of negligence by a third party, ORIM will initiate action to recover from that party the cost to repair or replace the damaged vehicle.
2. **State Vehicles.** The Department of General Services, Office of Fleet Administration (OFA) operates seven five garages where courts may obtain state vehicles, either on a daily basis or from month-to-month basis. First-dollar liability coverage is provided for judicial officers and court employees authorized to drive state vehicles in the course and scope of their employment. In addition to insurance, OFA rates include fuel, oil, maintenance, vehicle repair costs, and roadside assistance. At no additional cost, a fuel card is also provided for each vehicle. The court should be aware that it may be billed for

damage to the vehicle caused by operator misuse, abuse, failure to perform maintenance (for month-to-month leases), negligence, or damage caused to the vehicle while operated by a person other than a court employee.

3. **State Commercial Vehicle Contractors.** To obtain the benefit of \$500,000 **\$250,000** liability coverage when driving on court business, ~~judicial officers and trial court employees~~ **travelers** should rent vehicles for short-term use only from the state-contracted companies. **In addition** ~~T~~he liability insurance will not be activated unless the traveler uses the state negotiated rental car rate and one of the recognized methods of payment. Refer to Section 6.1.4 (~~pages 6—9~~), Commercial Vehicle Rental Policy for recognized methods of payment.
4. ~~**Non-Contract Commercial Vehicle Company.**~~ ~~If the use of a non-contract company is justified, the liability insurance offered through the Motor Vehicle Liability Program will provide adequate coverage for court travelers on official business. However, the program does not cover damage to the rental vehicle. Repairs for such damage are paid for directly by the court. If the accident is a result of negligence on the part of a third party, ORIM will initiate action to recover from that party the cost to repair or replace the damaged vehicle. If the use of the vendor is not justified, however, the state's liability insurance is not applicable and all expenses will be charged to the traveler's court.~~ **Claims not covered by ORIM.** Claims not covered by ORIM should be sent to AOC's Office of the General Counsel (OGC), which will work with the court to resolve them.
5. ~~**Long-Term Leases.**~~ ~~The Motor Vehicle Liability Program provides liability coverage for vehicles leased in the name of the court on a long-term basis when the vehicle is being used in the course and scope of employment. The program does not provide coverage of~~

~~comprehensive or collision damage to vehicles under long-term leases.~~

- 6- **5. Privately Owned Vehicles.** Judicial officers and court employees authorized to drive their own vehicle in the course and scope of employment should be aware that, in case of an accident, their own personal vehicle liability insurance provides the primary protection up to the policy limit. Should a settlement or judgment arising out of that accident exhaust the policy limit, the state's Motor Vehicle Liability Program provides unlimited excess coverage. In the event of an accident, the employee should pay his/her deductible and request reimbursement, substantiated by a receipt, on a travel expense claim. The reimbursement will be considered an allowable court expense if:
- a. The damage occurred while the automobile was used on authorized office court business;
 - b. The amount claimed is the actual loss and is not recoverable directly from or through the insurance coverage or any party involved in the accident;
 - c. The loss claimed does not result from a decision not to maintain collision coverage;
 - d. A copy of the insurance policy is provided (for verification of the insurance deductible); and
 - e. An itemized receipt is provided (for the insurance deductible or repair costs up to the deductible maximum). The receipt must indicate proof of payment with a zero balance due.
- 7- **6. Out-of-State and International Vehicle Coverage.** The Motor Vehicle Liability Program provides coverage as referenced above for state commercial vehicle contractors ~~or a non-contract commercial vehicle company, whichever is applicable.~~ ORIM recommends buying liability insurance coverage for international travel and will

assist in obtaining it in accordance with the laws of the foreign country.

- 8- **7. Annual Certification.** The court determines which judicial officers and court employees are authorized to drive in the scope and course of their duties. Each judicial officer and employee authorized to drive any vehicle must complete an Annual Certification. The Annual Certification serves a dual purpose: (1) it is the mechanism to request approval to use a privately owned vehicle on official court business, verifying that the judicial officer or court employee has personal automobile liability coverage in force on the personal vehicle, with a minimum protection of \$15,000 per occurrence and \$30,000 in the aggregate; and (2) acknowledgement of insurance coverage limitations for non-judiciary passengers. It is the employee's responsibility to inform his or her appropriate approval level of any personal automobile liability coverage changes during the year.

Annually, the form must be verified and signed by each authorized judicial officer and employee, and his or her appropriate approval level. The approver must retain the original form on file. Unless it is a condition of employment, employees are not required to use their personal vehicle for business purposes.

- 9- **8. Medical Coverage for Judicial Officers/Court Employees.** The state's Motor Vehicle Liability Program does not provide coverage for medical costs resulting from an injury to a judicial officer, employee, or occupants of a court-operated vehicle. In the event of an accident, an injury to a judicial officer or an employee of the court is handled through workers' compensation.
- 40- **9. Insurance Coverage Limitations for Passengers.** Transporting any persons other than those directly involved in official court business is prohibited unless written permission has been obtained in advance for each trip by the employee's appropriate approval level.

In those limited situations when advance approval has been obtained, neither the state's Motor Vehicle Liability Program nor the workers' compensation system will pay for any loss or expense, including medical expenses, of a non-judiciary passenger, including a family member, resulting from any injury or accident in a court-operated vehicle. The non-judiciary passenger or family member is responsible for all such costs and expenses. Typically, the non-judiciary passenger or family member's health insurance provider would cover these expenses.

44. **10. Motor Vehicle Accidents and Reporting.** All motor vehicle accidents involving any vehicle being used on court business must be reported within 48 hours to ORIM, 1325 J Street, Suite 1800, Sacramento, CA 95814. To accomplish this, travelers must complete a Vehicle Accident Report, Standard Form 270, as soon as possible and forward it to their supervisor.

a. The supervisor will: (1) review the form; (2) investigate the circumstances surrounding the accident; (3) verify that the employee was on official court business; (4) and complete the Supervisor's Review of Motor Vehicle Accident, Standard Form 274; and send or fax both forms it to:

Trial Court Vehicle Accident Report
c/o Business Services Unit
Administrative Office of the Courts
455 Golden Gate Avenue
San Francisco, CA 94102-3688
Telephone: 415-865-7988
Fax: 415-865-4326

- a. **b.** Business Services will: (1) review the form for consistency; (2) ~~investigate the circumstances surrounding the accident;~~ (3) ~~verify that the employee was on official court business;~~ (4) coordinate

- ~~the completion of the Supervisor's Review of Motor Vehicle Accident, Standard Form 274;~~ (2) acquire clarifying information, if necessary, and (5) send the forms to ORIM.
- ~~b.~~ c. If the accident resulted in bodily injury or significant property damage to a non-court party, the accident must be reported directly to ORIM by telephone during normal working hours at 916-376-5300~~2~~ or by a preliminary copy of the Standard Form 270, sent by fax to 916-376-5277. ~~On weekends or holidays, call 916-376-5295 and leave a voicemail message, which will be returned on the next business day.~~ This preliminary report by telephone or fax does not relieve the traveler of the responsibility of sending or faxing the Standard Form 270 to the AOC's Business Services Unit as soon as possible.
 - e. d. At the accident scene, do not admit fault or make any promises that the court will pay for damages. ORIM handles all decisions on accident claims. If a claimant contacts you, refer the claimant directly to ORIM at 916-376-5302 or 1-800-900-3634 322-0459 to expedite the handling of the claim.
 - e. A Vehicle Accident Report, Standard Form 270, and an Accident Identification Card should be placed in the glove compartment of all court-owned or -leased vehicles. The Accident Identification Card serves as evidence of financial responsibility and states: "This vehicle is owned or leased by a superior court of the State of California, a public entity, and operated by judicial officers or employees of the court. California Vehicle Code sections 16000, 16021 et seq. state that ownership or lease of a vehicle by a public entity establishes evidence of financial responsibility." This card should be completed at the scene of an accident and provided to the other driver.
 - f. Copies of the Vehicle Accident Report, Standard Form 270, may be acquired online from the ORIM Web site at <http://www.orim.dgs.ca.gov>.

12- 11. State of California Smog Check Program

The Bureau of Automotive Repair administers the Smog Check Program in California. The goal of the program is to reduce air pollution produced by vehicles. Trial courts that own and operate vehicles are required to obtain a smog check with the same frequency as is required for vehicles subject to annual renewal of registration. However, a smog check is not required on all vehicles. Some vehicles only need a smog check when they are being sold or registered in California after previously being registered in another state. The type of vehicle, model-year, and area in which the vehicle is registered determines whether a smog check is required.

Pursuant to Health and Safety Code 44019 (a), trial courts affected by Smog Check Program requirements will smog test vehicles in accordance with an established schedule and report the results to the Bureau of Automotive Repair. Each trial court affected by the Smog Check Program is required to complete a Government Fleet Smog Check Program Letter of Response (form 79-19) and submit it to the Bureau of Automotive Repair. A revised Government Fleet Smog Check Program Letter of Response form should be submitted for any changes in vehicle inventory, responsible managing employee, phone numbers, addresses or status of ownership. In addition, trial courts affected by the Smog Check Program are required to report vehicle smog testing results to the Bureau of Automotive Repair on the Government Fleet Smog Check Program Annual Reporting Transmittal (form 79-21). Additional information regarding the Smog Check Program may be acquired online from the Bureau of Automotive Repair's Web site at www.smogcheck.ca.gov.

6.3 Travel Procedures

It is necessary to document business travel expenses with **original** receipts showing the actual amounts spent on food, lodging,

transportation and other miscellaneous items. In limited circumstances, a receipt not on pre-printed bill head may be acceptable. Receipts not on pre-printed bill head must be signed by the vendor or person furnishing the goods or services. Every receipt must be properly itemized. Original receipts are needed to claim reimbursement for:

- a. Air travel. For ticket less travel, the airfare itinerary is a valid receipt.
- b. Rental cars.
- c. Other forms of transportation including buses, trains, taxis, etc. of \$3.50 or more.
- d. Parking of \$3.50 or more.
- e. Seminar registration.
- f. Hotel lodging. Receipts for hotel lodging charges must be on a pre-printed bill head with a zero balance shown. The hotel express check-out or receipts from a third-party provider for lodging booked via the internet are not valid receipts. In some instances, a hotel may decline to issue a receipt on their pre-printed billing head for lodging booked via the internet.
- g. Meals. (~~If covered by not to exceed maximums,~~ Receipts for meals need not be submitted to the court. However, meal receipts should be retained by the traveler for IRS documentation purposes.)
- h. Incidentals. (Receipts for incidentals need not be submitted to the court. However, receipts for incidental expenses should be retained by the traveler for IRS documentation purposes.)
- i. Conferences and training classes. In addition to the receipt, a proof of attendance or certification of completion must be submitted with the claim.
- j. Telephone or fax charges of \$2.50 or more. All telephone or fax expenses claimed must be related to court business and show the date, place, and party called.

In cases where receipts cannot be obtained or have been lost, a written explanation to that effect and the reason provided must be noted on the travel expense claim. Lodging, airfare, and car rental receipts cannot be certified as lost or waived and will not be reimbursed without the submission of a valid original receipt.

6.3.1 Trial Court Vehicle Use

For travel in trial court-owned vehicles, proper **original** receipts documenting expenses for gasoline, oil, parking, and any other necessary costs are required for reimbursement.

6.3.2 Personal Vehicle Mileage

1. When the use of a personal vehicle is approved for trial court business, a Mileage Claim form must be completed for reimbursement. The Mileage/Travel Reimbursement Claim must contain a description of the trip including the date of travel, destination, and total miles driven for business purposes.
2. Trial court judges and employees submitting claims for reimbursement for personal vehicle use should note the following:
 - a. Travel between home and a judge's or employee's regular place of work is not reimbursable.
 - b. When travel commences from home, and the traveler is authorized to use his/her personal vehicle to travel to a business destination other than the traveler's regular place of work, reimbursed mileage will be calculated from the traveler's designated ~~Travel between home or headquarters or home, whichever results is the lesser distance, to the and a court business destination other than a judge's or employee's regular place of work is reimbursable.~~ If the traveler departs from the last business designation directly to the traveler's home,

mileage reimbursement will be calculated from the traveler's designated headquarters or home, whichever results in the lesser distance. If the first or last business destination is closer to home than the regular place of work, no mileage reimbursement will be allowed.

c. Travel between court locations is reimbursable.

d. If the traveler is driven to a common carrier, he/she can claim double the rate authorized for a one-way trip to and from the common carrier, if no parking is claimed. If the traveler departs or returns to a common carrier on his/her day off or one hour before or one hour after the normal workday, actual miles driven may be claimed.

3. Prior to authorizing the use of a personal vehicle, the approver will ensure personal liability insurance requirements have been satisfied. However, unless it is a condition of employment, employees are not required to use their personal vehicle for business purposes. It is the employee's responsibility to inform his or her appropriate approval level of any personal automobile liability coverage changes during the year.

6.4 Travel Expense Reimbursement

1. Reimbursable travel expenses are limited to the authorized, actual, and necessary costs of conducting the official business of the trial court and the limits established in the published AOC's Travel Rate Guidelines. Trial court Travel Reimbursement Claims shall be processed and paid at least monthly.
2. Travel expense reimbursements shall be paid from the Trial Court Operations Fund.³

³ Government Code 69505 (c).

6.4.1 Submittal of Travel Reimbursement Claims

Judges and employees who incur reimbursable business travel costs must submit a completed Travel Reimbursement Claim form, which:

- a. Is approved and signed by the judge's or employee's appropriate approval level.
- b. Includes only allowable expenses paid by the judge or employee.
- c. Is supported by receipts for airline tickets, lodging, car rentals, and any other expenses (refer to Section 6.3 for additional information) that may be defined locally, which must be attached. Receipts should be arranged in chronological order, taped onto an 8 1/2" x 11" sheet of paper, and attached to the travel expense claim. Each receipt must be itemized on a pre-printed bill head showing the date, quantity, cost, and nature of expense. Receipts not on pre-printed bill head must be signed by the vendor or person furnishing the goods or services.
- d. Provides written justification for any unusual expenses.
- e. Notes the business purpose of the trip.
- f. The AOC has developed an electronic Travel Expense Claim form that maybe used to provide a simple and convenient means of documenting travel expenses for reimbursement purposes. Use of the electronic form is recommended and it is included in the Associated Documents at the end of this procedure.

6.4.2 Allowable Expenses

1. The following types of expenses are allowable and reimbursable for trial court business travel:
 - a. **Airfare.** Air travel should be obtained at the lowest convenient airfare. Only the cost of coach class air travel is allowable. Trial court employees or judges who earn travel premiums

(frequent flier miles/points) while traveling on official court business may use these travel premiums for personal use.

- b. **Surface Transportation.** The cost of surface transportation by train, bus, taxi, and rented vehicle, private or trial court-owned vehicle is allowable. If surface transportation is chosen in lieu of available commercial air travel, the total mileage reimbursement cannot exceed the total cost amount for travel had the services of a commercial airline been used the coach airfare available to the court. A cost comparison should be prepared calculating the amounts for both modes of transportation and related expenses prior to approving surface travel so the traveler knows in advance the estimated amount eligible for reimbursement.
- c. **Mileage.** The mileage rate for reimbursement when personal vehicles are used in the course of trial court business will be established by the published AOC travel policy. Parking and toll charges are also reimbursable.
- d. **Lodging.** Actual costs incurred for overnight lodging are allowable up to the maximum rate established by the published AOC travel policy or approved lodging exception request rate.
- e. **Meals.** Trial court judges and employees may be reimbursed for meals consumed during business travel. Meals to be reimbursed should be itemized as breakfast, lunch or dinner. The maximum allowable reimbursement for each meal is established by the published AOC travel policy. Meals provided by a sponsoring organization will not be reimbursed if the traveler chooses to forego the provided meals. It is the traveler's responsibility to communicate any dietary restrictions to a sponsoring organization.

According to the Internal Revenue Code, meal costs for same-day travel, even if reimbursed by the employer, are a personal expense, not a "business expense," which means meal costs

for same-day travel are subject to taxation, except as noted below:

Meal reimbursements for travel less than 24 hours are non-taxable and non-reportable when:

- i. Travel includes an overnight stay
- ii. Meals provided to attendees are included as part of a conference curriculum or business meeting and must be documented with date, duration, place, attendees' names and purpose of the meeting.

- f. **Personal Services Charges/Incidentals.** Actual amounts paid as incidentals for services such as baggage handling, etc., are allowable up to the not-to-exceed maximum costs established by the published AOC travel policy.
- g. **Expenses of Other Judges and Employees.** Trial court judges and employees may be reimbursed for business expenses incurred for other judges and employees provided the specific business reason for the expense is indicated along with the names and affiliations of the others involved. This is intended for common business travel situations where it is practical for one individual to pay for an expense rather than divide it among several individuals (e.g., a restaurant bill for a group of judges and/or employees traveling together).

- 2. The AOC Travel Rate Guidelines approved annually by the Judicial Council provide specific information regarding the current limitations that apply to allowable travel expenses. The AOC Travel Rate Guidelines may be downloaded from the Serranus website at [www.http://serranus.courtinfo.ca.gov](http://serranus.courtinfo.ca.gov)

6.4.3 Unallowable Expenses

Expenses incurred for the sole benefit of a trial court judge or employee shall not be allowed as reimbursable travel expenses. Examples of unallowable expenses include any type of insurance, travel loan finance charges, personal credit card fees or dues, newspapers, magazines, and other like charges.

- a. **Alcoholic Beverages.** The purchase of alcoholic beverages is not allowed as a reimbursable travel expense.
- b. **Personal Telephone Charges.** Personal telephone charges that are not court business related are not allowed as reimbursable travel expense.
- c. **Surface Transportation in Lieu of Air Travel.** The **excess** costs of meals, lodging, or other travel expenses incurred as a result of choosing surface transportation instead of air travel are not allowable. As stated above in Section 6.3.2, the total travel costs ~~fare or mileage~~ reimbursed may not exceed the amount of the **had the services of a commercial airline been used** ~~coach airfare~~ available to the trial court.
- d. **Meal Provided by a Sponsoring Organization.** Meals provided by a sponsoring organization will not be reimbursed if the traveler chooses to forego the provided meals.

6.5 **Travel** Expense Restrictions

To protect the resources allocated to **components of** the judicial branch that support the basic constitutionally and statutorily required operations of the branch, all judges, ~~commissioners~~ **subordinate judicial officers**, and ~~non-represented personnel~~ **those trial court employees who are not represented by a recognized employee organization and** who earn more than \$100,000 per year will not be reimbursed for professional association dues that are due or owing

on or after January 1, 2004. This restriction does not affect reimbursement of the costs of licenses that are a requirement of the position (e.g., State Bar licenses).

6.6 Travel Expense Reimbursement of Non-Superior Court Employees (Pro-Bono Consultants)

Pro-bono consultants are individuals serving as experts in specialized areas who receive no salary. Since their expertise is needed for limited periods, a written contract may not be required. Headquarters should be established, listed on each travel expense claim, and kept on file by the appropriate approval level. Pro-bono consultants are eligible for reimbursement of actual travel expenses supported by a receipt up to the maximum rates identified in the published AOC's Travel Rate Guidelines.

~~6.7 Business Meal Expense Guidelines~~ MOVED to AOC FIN 8.05

~~In accordance with the travel reimbursement program, to be eligible for lodging and/or meal reimbursement, expenses must be incurred more than 25 miles from headquarters. Business meals do not fall under the same criteria for reimbursement as the travel reimbursement program. Under certain circumstances, an individual not on travel status may incur and be reimbursed for business meal expenses within 25 miles of headquarters.~~

~~The individual authorized to approve whether a business purpose exists to incur a business meal expense is the Presiding Judge or written designee. Business expense documents (i.e., travel expense claims, vendor invoices, etc.) will then be processed and approved within budgetary constraints by the individual assigned with this responsibility at the trial court. These guidelines do not create an entitlement for payment or reimbursement for any business meal expense incurred without the written advance approval of the Presiding Judge or written designee. These guidelines are applicable to all business meal expenses regardless of funding source.~~

6.7.1 General Information for Business Meals

Business meals are meals during which specific court business discussions take place or meals associated with court conferences, meetings, and workshops, when there is a business need to keep participants together. Business meals include meals not normally authorized through the travel reimbursement program. These meals may result in a higher rate than allowed for the same meal while on travel status and may also include refreshments during a break.

When authorized, the actual cost of a reasonable business meal will be reimbursed or paid up to the maximum rate as identified in the Authorized Business Meal Rates section. Business meals should be incidental to the function or meeting. Business meals will not be reimbursed or paid without the submission of a valid original receipt and supporting documentation. A notation explaining that a receipt has been lost will not be accepted.

The business function that includes a group meal must have a minimum duration of three hours, except for judges business meetings that cannot be conducted any time other than a meal period. See the Business Meal Timeframes for Authorized Business Meals section for business meal timeframes. The three-hour duration as required in that section is not applicable to meals reimbursed through the travel expense claim process; instead see the section, Business Meal Reimbursement via a *Travel Expense Claim* form.

6.7.2 Authorized Business Meals

1. Trial court judges and employees are normally responsible for their own meals during the workday at their primary place of employment. With prior approval, business meals in connection with trial court business are permissible and will be reimbursed or paid. *All business*

~~meals must be supported by an original receipt for actual costs incurred up to the maximum rate and a completed, approved business-related meal form (sample provided in section 7.0, Associated Documents) or written authorization, by memo or e-mail that predates the event. The business-related meal form, memo, or e-mail will include the following information:~~

- ~~a. Date of the business meal(s).~~
 - ~~b. Scheduled start and end time of the meeting.~~
 - ~~c. Statement explaining the business purpose.~~
 - ~~d. Category and duration of business meal. Example: Breakfast 8:00–8:30 (30 min.).~~
 - ~~e. Location/place of the business meal.~~
 - ~~f. Copy of the formal agenda, if applicable.~~
 - ~~g. List of expected attendees, their titles and affiliations.~~
- ~~2. Business meals not approved in advance by the Presiding Judge or written designee will be considered a personal expense and will not be reimbursed or paid. Individual business meal reimbursement must be shown on the *Travel Expense Claim* form in column 8.~~
- ~~3. Business meals are not authorized for informal meetings or meetings with existing or potential vendors. Business-related travel by a vendor for items such as meals must be addressed in a written agreement between the contractor and the trial court, in accordance with the procurement and contracting guidelines established by the Trial Court Financial Policies and Procedures Manual, AOC FIN No. 6.01.~~

6.7.3 Business Meal Reimbursement via a Travel Expense Claim

- ~~1. Reimbursement of the actual cost of business meal expenses, up to the applicable rates specified in the Authorized Business Meal Rates section, may be authorized in the following circumstances:~~

- a. ~~Business is conducted during a meal period with a non-vendor external party. Business meal reimbursement will be authorized for the meals of both the external party and trial court representative.~~
- b. ~~A meeting is conducted with a candidate for management employment during a meal period as a follow-up to the interview process to include both candidate and interviewer. Business meal reimbursement will be authorized for the meals of the candidate and the interviewer.~~
- c. ~~The individual is representing the trial court during a business meal function at an outside organization. In this situation, the actual cost of the business meal will be reimbursed.~~

~~Note: The requirement of a three-hour meeting duration as described in the business meal timeframe section is not applicable to business meals being reimbursed through the travel expense claim process. In the above circumstances, if more than one trial court individual is involved, typically the lead staff requests reimbursement.~~

6.7.4 Group Business Meals

- 1. ~~All group meals must be arranged in accordance with the procurement and contracting guidelines established by the Trial Court Financial Policies and Procedures Manual, AOC FIN No. 6.01. The project manager or coordinator must complete a business-related meal form and attach a copy of the formal agenda for the event.~~
- 2. ~~Within budgetary constraints, the Presiding Judge or written designee may authorize group business meals, in compliance with the business meal timeframes and duration identified in the *Business Meal*~~

~~Timeframes for Authorized Business Meals~~ section below, for trial court judges and employees in the following circumstances:

- ~~a. Participation in a full-day function on site or off site, if there is a business purpose necessitating keeping the group together during the meal period.~~
- ~~b. Participation, as part of their duties, in an employer-provided meal associated with a business meeting or other official function.~~
- ~~c. Participation in an official conference, working group meeting, or other official function.~~

~~Note: Trial court judges and employees, as part of their duties, may participate in an employer-provided meal associated with one of the above functions.~~

- ~~3. There must be a business reason to keep the group together during the meal period. The statement about the business purpose must clearly outline the reason or reasons trial court business must be conducted during the meal period and could not be accomplished at any other time.~~

~~6.7.5 Business Meal Timeframes for Authorized Business Meals~~

- ~~1. Breakfast: Permissible only if the actual business function starts at 8:30 a.m. or before and has duration of at least three hours.
Example: Breakfast meal period from 8:00 to 8:30 a.m., business function starts at 8:30 a.m. and concludes at 11:30 a.m.;~~

~~Or~~

~~Breakfast: Permissible for court wide judges business meetings prior to workday that cannot be conducted any other time due to~~

~~courtroom schedules. The three-hour meeting duration is not applicable.~~

~~2. Morning Break Refreshment: Not allowable if breakfast is served. If breakfast is not served, a morning break refreshment, typically coffee, is permissible if a business function starts at 10:00 a.m. or before and only if there are three hours or more between the starting time of the function and the end of the function.~~

~~3. Lunch: Permissible during the noon hour for court wide functions that start no later than 11:00 a.m., have a business duration of at least three hours, and continue at least one hour after lunch.
Example: Business function starts at 11:00 a.m., lunch is from 12:00 p.m. to 1:00 p.m., and business function concludes at 3:00 p.m.;~~

~~Or~~

~~Lunch: Permissible during the noon hour for judges' business meetings that cannot be conducted any other time due to courtroom schedules. The three-hour meeting duration is not applicable.~~

~~4. Afternoon Break Refreshment: Permissible only if there are three hours between the beginning of the business function or the end of lunch and the end of the function.~~

~~Note: Individual reimbursement through the travel expense claim is not permissible. All meals must be preauthorized by the Presiding Judge or written designee, and no meals may be authorized at the conclusion of a function.~~

6.7.6 Authorized Business Meal Rates

~~1. Business meals will be reimbursed only with the submission of a valid original receipt. A notation explaining that a receipt has been lost will not be accepted. The reimbursement rates authorized for~~

~~business meals vary depending on the location of the meal and the method by which the meal is arranged. Business meals may be taken on site, at a trial court work site or government facility, or off site, at a conference site or restaurant. They may be paid through a vendor invoice when centrally booked in accordance with the procurement and contracting guidelines or to an individual through the travel expense claim process. The maximum authorized business meal rates for varying circumstances are outlined below and include all expenses related to the meal such as the food, beverages (including water), tip, service charge, and taxes.~~

~~a. Group Meals Provided at Trial Court or Government Facility or Individual Reimbursement, through a Travel Expense Claim form~~

~~Breakfast: Actual cost not to exceed \$6.00 per person
Lunch: Actual cost not to exceed \$10.00 per person
Break: Actual cost up to \$4.00 per person (centrally planned in accordance with the procurement and contracting guidelines only; reimbursement is *not* allowed via individual travel expense claim)~~

~~b. Group Meals Provided Off Site from Trial Court or Government Facility at a Conference Site~~

~~Breakfast: Actual cost not to exceed \$14.00 per person
Lunch: Actual cost not to exceed \$28.00 per person
Break: Actual cost up to \$8.00 per person~~

~~Note: Conference sites typically charge separate room rental and/or set-up fees not included in the above rates. If properly itemized, these fees are permissible for events at hotels or conference sites. If the conference site engages an outside caterer, every effort should be made to negotiate the meal rate~~

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~~within the maximum allowable rate as listed in the Group Meals Provided at Trial Court or Government Facility section above.~~

~~c. Group Meals Provided Off Site From Trial Court or Government Facility at a Restaurant, Including Hotel Restaurant~~

~~Breakfast: Actual cost not to exceed \$12.00 per person~~

~~Lunch: Actual cost not to exceed \$18.00 per person~~

~~Break: Actual cost up to \$6.00 per person~~

~~Note: Meal charges at a restaurant must be itemized per meal. Court meetings do not pay a separate room rental charge at a restaurant, and set-up fees are also not permissible.~~

- ~~2. Business expense documents are processed and approved within budgetary constraints by the individual assigned with this responsibility at the trial court. Under no circumstances may an individual approve his or her own business meal request.~~

~~6.7.7 Requests for Exceptions to Business Expense Guidelines~~

~~Exceptions to the business meal expense guidelines will be considered only in extraordinary instances, justified as a result of official trial court business. All exception requests must be fully documented and submitted in writing to the Presiding Judge or written designee for review and approval.~~

~~6.7.8 Unallowable Business Expenses~~

- ~~1. Lodging expenses are reimbursed as travel expenses, *not business expenses*. In accordance with the travel reimbursement program, to be eligible for lodging reimbursement, expenses must be incurred in excess of 25 miles from headquarters or home, whichever is closest to the location where the lodging is provided.~~

- ~~2. While trial court business events recognizing individuals for work-related accomplishments are considered appropriate, personnel retirement events, for example, are not allowable business expenses, and are considered a personal expense.~~
- ~~3. There must be no payment or reimbursement for the expenses of a spouse or guest who accompanies a trial court judge or employee. Costs for alcoholic beverages, daycare, and attendance at entertainment or sporting events will not be paid or reimbursed.~~

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7 Associated Documents

State of California Travel Expense Claim form and instructions

Hotel/Motel Transient Occupancy Tax Waiver

AOC Travel Rate Guidelines

State of California Annual Certification to Use Privately Owned Vehicles

Exception Request for Lodging Form

Out-of-State Travel Request Form

~~Business-Related Meal Form Sample~~

Travel Expense Reimbursement for Trial Court Judges and Employees

STATE OF CALIFORNIA TRAVEL EXPENSE CLAIM (AOC - TC Electronic) Revised 10/02														See Instructions and Privacy Statement* in Tabs 2 and 3				Page <u>1</u> of <u> </u>	
CLAIMANT'S NAME						SSN OR EMPLOYEE NUMBER *				COURT									
POSITION/TITLE						OFFICE				E-MAIL ADDRESS									
RESIDENCE ADDRESS						HEADQUARTERS ADDRESS				TELEPHONE NUMBER									
CITY		STATE		ZIP CODE		CITY		STATE		ZIP CODE									
(1) MONTH/YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION				(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY						
DATE	TIME			BREAK-FAST	LUNCH	DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE TOLLS PARKING	(D) PRIVATE CAR USE MILES AMOUNT								
1													1						
2													2						
3													3						
4													4						
5													5						
6													6						
7													7						
8													8						
9													9						
10													10						
11													11						
12													12						
13													13						
(10) SUBTOTALS																			
COLUMN CODE (ACCTG USE ONLY)																			
CLAIM TOTAL																			
(11) PURPOSE OF TRIP, REMARKS, AND DETAILS (Attach receipts/vouchers when required)												ACCOUNTING OFFICE USE ONLY							
												CLAIMANT #							
												INVOICE DATE							
												INVOICE AMOUNT							
												ACCOUNT #							
(12) NORMAL WORK HOURS				(13) PRIVATE VEHICLE LICENSE NUMBER				(14) MILEAGE RATE CLAIMED				PAID BY REVOLVING FUND CHECK NUMBER							
(15) I HEREBY CERTIFY that the above statement is a true statement of the travel expenses incurred by me in accordance with the State of California travel reimbursement policy and guidelines as included in the Trial Court Financial Policies and Procedures Manual.																			
CLAIMANT'S SIGNATURE						DATE		(16) SIGNATURE, OFFICER APPROVING TRAVEL AND PAYMENT				DATE							

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**STATE OF CALIFORNIA
TRAVEL EXPENSE CLAIM (TEC) FORM**

GENERAL TEC INSTRUCTIONS

All TEC's must be completed in ink (other than black), unless electronically printed. Completion of the upper portion of the form in its entirety is required. "Headquarters" is defined as the traveler's primary place of assigned employment. Submit the signed original and two copies with supporting documentation within 30 days of travel. Receipts should be arranged in chronological order and taped onto an 8 1/2 x 11 sheet of paper.

1. **MONTH/YEAR** – Enter numerical designation of calendar month and four digit year which expenses were incurred. Example: 8 – 2002 (August 2002).
2. **DATE & TIME** – Enter numeric day of the month. **Time of departure and return must be entered using a 24-hour clock, example: 1700 = 5:00 p.m.** If departure and return are same date, enter departure time above and return time below on the same line. Otherwise, use two lines to enter activity.
3. **LOCATION** – Enter the location where the expenses were incurred. To be eligible for lodging and/or meal reimbursement, expenses must be incurred in excess of 25 miles from headquarters.
4. **LODGING** – Enter the actual cost of lodging not to exceed the maximum authorized rate, plus tax per day. Each day of lodging must be listed separately on the form. **An itemized receipt is mandatory.**
5. **MEALS** – **Actual amounts** not to exceed **\$6 for breakfast, \$10 for lunch, and \$18 for dinner.** One day trips: breakfast may be claimed for actual cost up to \$6 if travel begins one hour before normal work hours; dinner may be claimed for actual cost up to \$18 if travel ends one hour after normal work hours; lunch may not be claimed or reimbursed. Note: all meal reimbursement for one day trips are taxable and reportable income unless the travel included an overnight stay.
6. **INCIDENTALS** – **Actual amount up to \$6** for each full 24-hour period. Incidentals may not be claimed or reimbursed for travel of less than 24 hours or fractional days.
7. **TRANSPORTATION** – The most efficient and least costly mode of transportation shall be reimbursed.
 - Enter the cost of transportation. Enter "BSA" for billed to state (court), "C" for cash, "CC" for credit card, and "SCC" for state (court) credit card.
 - Enter the method of transportation used. Enter "A" for commercial airlines, "B" for bus, airport shuttle, light rail or BART, "PC" for privately owned vehicle, "R" for railway, "RA" for rental aircraft, "RC" for rental vehicle, "SC" for state vehicle, and "T" for taxi.
 - Enter carfare, bridge tolls, and parking charges. Enter "C" for carfare, "P" for parking, and "T" for tolls.

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Original receipts are mandatory for all taxi fares, shuttle fares, bridge and road tolls, public ground transportation fares, and parking fees of more than \$3.50. In cases where receipts cannot be obtained or have been lost, a statement to that effect shall be made in the expense account and the reason given. A statement as to a lost receipt will not be accepted for lodging, airfare, rental car, and/or business expenses. For a ticketless flight, submit the itinerary. The itinerary includes the same information that would be found on a ticket.

Also, the airfare itinerary and the car rental agreement must be attached to the TEC even when these items are booked and paid through the court.

8. **BUSINESS EXPENSE** – Receipts are mandatory for all business expenses, except telephone charges of \$2.50 or less. However, all telephone calls must include a statement of the party called, place, and business purpose of the call. Record business meals/business lodging in this column.
9. **TOTAL EXPENSES FOR DAY** – Daily total must be entered.
10. **SUBTOTALS/TOTAL** – Enter column totals (claim should be in balance).
11. **PURPOSE OF TRIP, REMARKS AND DETAILS** – Explain the need (purpose) for travel and any unusual expenses. Enter details or explanation of items included in above columns. The budgetary account code is mandatory and must be included on the form.
12. **NORMAL WORK HOURS** – Mandatory for meal reimbursement.
13. **PRIVATE VEHICLE LICENSE NUMBER** – Mandatory for mileage reimbursement.
14. **MILEAGE RATE CLAIMED** – Mandatory for personal car mileage reimbursement.
15. **CLAIMANT'S CERTIFICATION, SIGNATURE AND DATE** – **Mandatory.**
16. **SIGNATURE AND DATE OF APPROVING OFFICER** – **Mandatory.** (Each employee must have a legitimate and reasonable need to travel before the appropriate approval level gives his or her approval. It is inappropriate for an employee to travel without this approval. The most reasonable mode of transportation and/or lodging must be acquired when traveling. It is the approving officers responsibility to ascertain the accuracy, necessity and reasonableness of the expenses for which reimbursement is claimed.) Print and sign the form and forward the required number of copies to the approving authority.

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PRIVACY STATEMENT

The information Practices Act of 1977 (Civil Code Section 1798.17) and the Federal Privacy Act (Public Law 93-579) require that the following notice be provided when collecting personal information from individuals.

AGENCY NAME: Appointing powers, the Administrative Office of the Courts, and Superior Courts of California.

UNITS RESPONSIBLE FOR REVIEW: The accounting office within each appointing power and the Internal Audit Unit of the Administrative Office of the Courts.

AUTHORITY: The reimbursement of travel expenses is governed by the Victim Compensation & Government Claims Board. The Victim Compensation & Government Claims Board is authorized to adopt the rules and regulations that define the amount, time, and place that expenses and allowances may be paid to State judicial branch officers and employees while on State business per Government Code Section 13920.

PURPOSE: The information you furnish will allow the above-named agencies to reimburse you for expenses you incur while on official State business.

OTHER INFORMATION: While your social security number (SSN) and home address are voluntary information under Civil Code Section 1798.17, the absence of this information may cause payment of your claim to be delayed or rejected. You should contact your department's Accounting Office to determine the necessity for this information. Please note: Your social security number is required for reportable, taxable benefits (i.e., meal reimbursement when no overnight lodging occurs, relocation reimbursement, etc.).

ELECTRONIC WORKBOOK INSTRUCTIONS

1. This Excel workbook is modeled after the STD. 262 on the website of the Office of State Publishing.
2. Excel has a feature called AutoComplete in which Excel anticipates cell data entry based on the first few characters typed, and then imposes a suggested completion for the finished cell entry. Some users find this feature disruptive to smooth data entry. To disable AutoComplete, click on the Tools menu, select Options, select the Edit tab, and unselect "Enable AutoComplete."
3. Yellow help screens will appear with many cells in the money data entry section of the worksheet. If these help screens get in the way of data entry, they can be easily moved out of the way. Simply move the mouse pointer onto the offending help screen, hold down the mouse left click, and drag the help screen out of the way.
4. Concerning header information in rows 7 through 13 (claimant's name, SSN, position, residence address, etc.) the user completes this information in its entirety. If more than one page is needed, retain header information and change page number.
5. Cells in column 7(A) [COST OF TRANS] and in column 8 [BUSINESS EXPENSE] are split vertically to allow a brief description in the upper half and the claim amount in the lower half.
6. Cells in column 7(C) [CARFARE, TOLLS, PARKING] are split both vertically and horizontally to allow two pairs of entries, with a letter code on the left and the amount on the immediate right.
7. Certain cells contain Excel droplists to assist the data entry. These cells are the MONTH/YEAR, 7(A) COST OF TRANS, 7(B) [TYPE USED], and 7(C) [CARFARE, TOLLS, PARKING].
8. All money amount data entry cells are validated to assure that amounts entered do not carry more than two decimal places (i.e. fractions of a cent).
9. The worksheets are protected worksheets. The user has access only to data entry cells. Cells that contain headings and formulas (such as row totals and column totals) are protected.
10. Cells are color coded per: informational data entry = indigo; number of miles data entry = teal; money amount data entry = red; locked cells (headings and formulas) = black.
11. Use of the code "SC" (State Car) in column (7)(B) for any line will prevent any mileage entered on that line from yielding a dollar claim amount. Mileage on State Cars is not reimbursable.
12. The DATE portion of box (2) provides a droplist which allows entry of the numeric day of the month, or entry of the month names. For RT claims (i.e. mass transit incentives programs), use the month names from the drop list, and indicate the starting month in box (1) MONTH/YEAR.
13. Do NOT use the Excel COPY/PASTE sequence to replicate data entry. Unfortunately, even in a protected worksheet, the COPY/PASTE sequence can damage cell formats and validations.

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HOTEL/MOTEL TRANSIENT OCCUPANCY TAX WAIVER

(EXEMPTION CERTIFICATE FOR STATE AGENCIES)

STD. 236 (NEW 9-91)

HOTEL/MOTEL OPERATOR: RETAIN THIS WAIVER FOR YOUR FILES TO
SUBSTANTIATE YOUR REPORTS. PARTICIPATION BY
OPERATORS IS STRICTLY VOLUNTARY

Date Executed:

HOTEL / MOTEL NAME

TO:

HOTEL / MOTEL ADDRESS (Number, Street, City, State, ZIP Code)

This is to certify that I, the undersigned traveler, am a representative or employee of the State agency indicated below; that the charges for the occupancy at the above establishment on the dates set forth below have been, or will be paid for by the State of California; and that such charges are incurred in the performance of my official duties as a representative or employee of the State of California.

OCCUPANCY DATE(S)	AMOUNT PAID
	\$

STATE AGENCY NAME
JUDICIAL BRANCH

HEADQUARTERS ADDRESS

TRAVELER'S NAME (Printed or Typed)

I hereby declare under the penalty of perjury that the foregoing statements are true and correct.

EXECUTED AT: (City)	TRAVELER'S SIGNATURE	DATE SIGNED
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, CALIFORNIA

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AOC Travel Rate Guidelines

The AOC's policy and limits on reimbursable travel-related expenses are listed below. To be eligible for lodging and/or meal reimbursement, expenses must be incurred in excess of 25 miles from headquarters.

Lodging – Receipts are required and each day of lodging claimed must be listed separately on the reimbursement claim form. Maximum rates are listed below. Exceptions may be considered on a case-by-case basis, and for centrally booked conferences or meetings.

1. In-state - Actual costs are reimbursable up to a maximum of \$110 per day, plus tax and energy surcharge. Within the counties of Alameda, San Francisco, San Mateo, and Santa Clara, the maximum rate is \$140, plus tax and energy surcharge.
2. Out-of-state – Actual costs up to the US Department of State Standardized Regulations (federal) lodging rate, plus tax and surcharges are reimbursable with appropriate prior approval. The federal lodging rates are accessible on the internet at <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.htm> (click on Domestic Per Diem Pates).

Note: Because employees do not have control over where non-state-sponsored business is conducted, reimbursement of actual expenses, supported by receipts is authorized, without the approval of an Exception Request for Lodging form if the participant stays at the conference, convention, or meeting site for either in-state or out-of-state travel. In all instances, the traveler must attach substantiating documentation (such as a registration form or an agenda) to the travel expense claim.

Meals – Actual costs are reimbursable up to the limits stated below for continuous travel of more than 24 hours.

1. Breakfast – Up to \$6.
2. Lunch – Up to \$10.
3. Dinner – Up to \$18.

Meal reimbursement for one-day trips is taxable and reportable income unless travel included an overnight stay. For continuous travel of less than 24 hours, actual expenses up to the above limits may be reimbursable if:

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1. Travel begins one hour before normal work hours – Breakfast may be claimed.
2. Travel ends one hour after normal work hours – Dinner may be claimed.
Lunch may not be claimed on trips of less than 24 hours.

Incidental Expenses – Up to \$6 per day. Incidentals are not reimbursable for one-day trips; they may only be claimed after 24 hours.

Transportation – The actual cost of tickets for air, rail, bus, rental car, or other forms of public transportation is reimbursable. The lowest cost ticket available must be purchased. Receipts are required for rental cars and air travel. For ticket less travel, the traveler's itinerary may be submitted in lieu of a receipt.

1. The actual costs of cab fare, public parking, and tolls are reimbursable. Receipts are required for all expenses of \$3.50 or more.
2. Mileage – Personal vehicle mileage is reimbursable at a rate of \$.34 per mile
3. Privately owned aircraft – Reimbursement is \$.50 per statute mile. This reimbursement is taxable and reportable income.

Other Business Expenses – Actual cost is reimbursable. Receipts are required for all other business expenses, regardless of the amount claimed.

In the event receipts cannot be obtained or have been lost, a statement to that effect and the reason provided shall be noted in the expense account. In the absence of a satisfactory explanation, the amount involved shall not be allowed. Further, a statement explaining that a receipt has been lost shall not be accepted for lodging, airfare, rental car, or business expenses.

Receipts for telephone or telegraph charges related to court business of \$2.50 or less are not required. However, claims for phone calls must include the place and party called.

(Effective July 2005)

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**STATE OF CALIFORNIA
ANNUAL CERTIFICATION
TO USE PRIVATELY OWNED VEHICLES ON OFFICIAL COURT BUSINESS AND
ACKNOWLEDGEMENT OF INSURANCE COVERAGE LIMITATIONS FOR NON-JUDICIARY PASSENGERS**

Supervisor: Retain Original Copy

I. CERTIFICATION TO USE PRIVATELY OWNED VEHICLES ON OFFICIAL COURT BUSINESS

In accordance with State Policy, approval is requested to use a privately owned vehicle to conduct official court business.

I hereby certify that, whenever I drive a privately owned vehicle on official court business, I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by State Law (\$15,000 for personal injury to, or death of, one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage). Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance in their vehicles;
2. Adequate for the work to be performed;
3. Equipped with safety belts in operating condition; and
4. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the mileage rate I receive is full reimbursement for the cost of operating the vehicle on official court business including fuel, maintenance, repairs, and both liability and comprehensive insurance. If an accident occurs, I understand that my personal vehicle liability insurance provides the primary protection up to the policy limit. Should a settlement or judgment arising out of that accident exceed the policy limit, the State's Motor Vehicle Liability Program provides excess coverage.

I further certify that, while using a privately owned vehicle on official court business, all accidents will be reported to the Office of Risk and Insurance Management within 48 hours. To accomplish this, judicial officers or employees of the court must complete *Vehicle Accident Report*, Standard Form 270 as soon as possible and send it or fax it to Michael Quinones, AOC Business Services, 455 Golden Gate Avenue, San Francisco, CA 94102-3688, FAX 415-865-4326.

I understand that permission to use a privately owned vehicle on court business is a privilege, which may be suspended or revoked at any time.

II. ACKNOWLEDGMENT OF INSURANCE COVERAGE LIMITATIONS FOR NON-JUDICIARY PASSENGERS

I understand transporting any persons other than those directly involved in official court business is prohibited unless I have obtained advance approval from my supervisor for the specific trip. In those limited situations when advance approval has been obtained, I understand neither the State's Motor Vehicle Liability Program nor the workers' compensation system will pay for any loss or expense, including medical expenses, of a passenger who is not a judicial officer or judicial branch employee (a "non-judiciary passenger"), including a family member, resulting from any injury or accident in a court-operated vehicle. The non-judiciary passenger is responsible for all such costs and expenses. Furthermore, I acknowledge and agree to inform all non-judiciary passengers that there is no medical coverage under the State program for non-judiciary passengers in the event of any injury or accident.

DRIVER'S LICENSE NUMBER	STATE	EXPIRATION DATE
JUDICIAL OFFICER/EMPLOYEE SIGNATURE	PRINT NAME	DATE SIGNED

III. APPROVAL TO USE PRIVATELY OWNED VEHICLE

Use of a privately owned vehicle on Court business is approved.

APPROVING AUTHORITY SIGNATURE	TITLE	DATE APPROVED
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IV. RENEWAL

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

JUDICIAL OFFICER/EMPLOYEE SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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STATE OF CALIFORNIA EXCEPTION REQUEST FOR LODGING AOC (REV. 7/03)		JUDICIAL COUNCIL OF CALIFORNIA ADMINISTRATION OFFICE OF THE COURTS	
INSTRUCTIONS: Prior approval in advance of travel is required for amounts that exceed the maximum lodging rates, excluding tax and surcharges. Submit APPROVED request with Travel Expense Claim ACCT 262. Please print or type all information.			
<input type="checkbox"/> Regular Statewide Travel over \$110.00, plus tax and surcharges, per night (Attach documentation)	<input type="checkbox"/> Designated High Cost Areas over \$140.00, plus tax and surcharges, per night (Attach documentation)	<input type="checkbox"/> Non-State Sponsored Conference/ Convention, did not stay at function site (Attach documentation)	<input type="checkbox"/> Out-of-State travel (Attach documentation)
CLAIMANT'S NAME		WORK PHONE NUMBER	HEADQUARTERS/CITY
CLAIMANT'S PRIMARY RESIDENCE STREET ADDRESS (Include city, state & zip code)			
DEPARTMENT		DIVISION/COURT	
TRAVEL DATE FROM (month/day/year)		TRAVEL DATE TO (month/day/year)	
POINT OF ORIGIN		DESTINATION	
REASON FOR TRIP			
LODGING ESTABLISHMENT NAME		ROOM RATE \$	
STREET ADDRESS (Include city, state & zip code)			
REASON FOR HIGHER LODGING RATE (check which apply)			
<input type="checkbox"/> Alternate lodging not available		<input type="checkbox"/> Required to stay at contracted lodging site	
<input type="checkbox"/> Cost of alternate lodging and/or transportation equal to or greater than amount requested (include cost comparison)		<input type="checkbox"/> Attendance at a non-State sponsored function, but participant will not stay at the designated function site.	
<input type="checkbox"/> State business will be conducted at designated lodging establishment (attach agenda and supporting documentation)		<input type="checkbox"/> Other (specify below	
EXPLAIN WHY THE ABOVE REASON(S) APPLY--LIST HOTELS SURVEYED (minimum of 3) AND RESULTS (Attach additional page(s) if necessary).			
(Attach copies of agenda, lodging requirements, registration, cost comparison analysis, comparable bids, etc.)			
APPROVAL			
CLAIMANT'S SIGNATURE		TITLE	DATE SIGNED
CONTACT/LIAISON (PRINT OR TYPE)		TITLE	CONTACT NO.
SUPERVISOR/PROJECT MANAGER AUTHORIZATION (SIGNATURE)		TITLE	DATE SIGNED
APPOINTING POWER DESIGNEE APPROVAL (SIGNATURE)		TITLE	DATE SIGNED

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OUT-OF-STATE TRAVEL REQUEST

Name and Title	Today's Date
Location of Travel	Date of Travel
Origin of Request (Individual, Committee, etc.):	
Responsible Staff/Unit for Coordination	
Title/Description: <input type="checkbox"/> Conference/Workshop <input type="checkbox"/> Other	
Purpose/Explanation: (Briefly describe benefit and reason for trip; include information where appropriate about California's relationship to activity, other California participants, discussion on whether information can be obtained in California, and relation to achieving superior court goals on individual development. Attach additional pages, if necessary)	
Itinerary	
Estimated Costs (Attach additional pages, if necessary): Account Code: Number of Travelers: Names/Title (if known) or Positions:	
Requested By	Date

FUNDING

To the best of my knowledge, I certify that there are sufficient funds available for the out-of-state travel shown above.

Supervisor/Manager

Date _____

AUTHORIZATION: ☐ Yes ☐ No

Presiding Judge

Date _____

AUTHORIZATION: ☐ Yes ☐ No

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SAMPLE BUSINESS-RELATED MEAL FORM
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Please attach a copy of the formal agenda for the event.

Cost of the Business-Related Meal(s): \$ _____

Account Code: _____

Meeting Title: _____

Date of Meeting: _____

Start Time of Meeting: _____ **End Time of Meeting:** _____

Service Rendered (check all that apply):

☐ **Breakfast** ☐ **AM Break** ☐ **Lunch** ☐ **PM Break**

Meal Location (specify): _____

Purpose for the Business Meal(s) (check all that apply):

☐ **Working through meal** ☐ **Other (briefly explain below)**

Expected Attendees (attach sheets if necessary):

Approved (Project Manager/Coordinator - Authority to sign for Account Code)

Print Name: _____

Signature: _____ **Date** _____

 (I certify that these business meals are within budget and for the benefit of the state.)

Authorization to Incur a Business Expense (Presiding Judge or written designee)

Print Name: _____

Signature: _____ **Date** _____

THIS FORM MUST BE COMPLETED WHENEVER STAFF IS REQUESTING PAYMENT OF CATERED OR GROUP MEALS RELATED TO A BUSINESS MEETING.
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Rev. 9/21/04